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Date: May 24, 2002

To: WIA 225/231 Agencies
Adult Schools

From: Kathy Block-Brown, Administrator
Adult Education Office

Subject: End-of-Year Data Submission—Further Instructions

Enclosed you will find three documents that will provide further instructions in completing your end-of-year data submission. These documents are:

End of Year Activity Report for WIA 225/231 Agencies and Adult Schools

This is a set of directions that will help you prepare your end-of-year data disk for CASAS. This year CASAS is asking that data be aggregated from all sites at the local level before it is submitted, eliminating the duplicated count of students at the agency level. This will give a more accurate picture of your agency's unduplicated enrollment. If your data are housed in more than one TOPSpro installation, you can access information on how to aggregate those data into a single installation from the document, Agency Rollup Instructions, available on the CASAS website (www.casas.org) in the TOPSpro download area. The Benchmark Report Illustration shows you how your screen should look when you have correctly set up your California Benchmark Summary Report.

Recommendations for Submitting Complete and Accurate Data

This document identifies what you need to do to get started in preparing your data and which reports within the TOPSpro system may help you identify and solve potential problems.

Certification Letter

This document should be completed and returned to CASAS with your data disk by the deadline indicated. Make sure that it is signed and dated by your agency's authorized agent. Your agency's authorized agent is the person who applied for and signed the WIA Title II 225/231 grant award. You may turn in your data disk any time after your agency has stopped testing, but no later than August 15, 2002. We encourage you to turn the data in sooner than later so that you have time to work through any possible discrepancies that might exist with the report CASAS will run and send to you. All discrepancies must be resolved by September 15, 2002 as that is the final date certified data will be sent from CASAS to CDE in order to calculate benchmarks for the 2002-03 grant awards.

If you have any questions on how to complete this data submission, please contact Lee Bounds at CASAS, lbounds@casas.org or (800) 255-1036.

cc: Education Program Consultant
Agency File

Enclosure